

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No  
R398129

2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4 Employing Office Location Twin Cities MN		5 Duty Station		6 OPM Certification No	
Explanation (Show any positions replaced)				7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10 Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11 Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity 1—Non-Sensitive <input checked="" type="checkbox"/> 2—Noncritical Sensitive <input type="checkbox"/> 3—Critical Sensitive <input type="checkbox"/> 4—Special Sensitive <input type="checkbox"/>		13 Competitive Level Code	
								14 Agency Use	

Initiated/Updated by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency, or Establishment						
c. Second Level Review						
d. First Level Review	MAINTENANCE MECHANIC	WG	4749	10	Ja	12/1/98
e. Recommended by Supervisor or Initiating Office						

16 Organizational Title of Position (if different from official title)

17 Name of Employee (if vacant, specify)

18 Department, Agency, or Establishment Department of Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

19 Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date 11-13-98	Signature	Date

21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22 Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

Julie R. Anderson  
Personnel Management Specialist

Signature

Date  
12/1/98

Standard Position Description R398129  
Job Grading Standards for WG-4749, TS-30, dtd 5/74;  
WG-5716, TS-4 dtd 1/69; WG-2805, TS-55, dtd 6/89;  
WG-5823, TS-57, dtd 6/90

Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24 Remarks

FULL PERFORMANCE LEVEL - WG-10

Supervisor Copy  
Employee copy  
OPF(L) Copy  
Classification Copy

25 Description of Major Duties and Responsibilities (See Attached)

## Maintenance Mechanic, WG-4749-10

A. Duties:

- Performs non-supervisory maintenance and repair work of grounds, exterior structures, buildings, and related fixtures and utilities of refuges, hatcheries. *W 11/12/28*
- Installs, modifies, repairs, and tests new and existing electrical lines, circuits, systems, fixtures, controls, and equipment. Locates and diagnoses trouble occurring in electrical systems or equipment and makes necessary repairs or changes.
- Performs repairs on major components and assemblies such as engines, transmissions, and differentials on motor vehicles, as well as minor repairs as cleaning, reinstalling, or replacing defective parts of components and systems, such as fouled spark plugs, leaky wheel cylinders, etc.
- Operates bulldozers, draglines, road graders, backhoe, front-end loaders, or other heavy equipment to break new ground for trails and roads, excavate ditches and ponds, clear brush and tree stumps, and other work related to equipment of this type. Such operation entails working on steep slopes, rocky or soft ground, hilly forests, or surrounded by other terrain obstacles.
- Performs plumbing work involved in the installation, modification, and repair of the utility, supply, and disposal systems, and equipment such as sewage, water, oil, and gas distribution systems, water closets, tubs, fire sprinkler systems, and showers.
- Constructs, repairs, or modifies building structures and related facilities such as finished paneling, doors, windows, rafters, where accuracy, spacing, and fit are essential and structural soundness or appearance are important.
- May perform a variety of welding activities with all types of commonly used metals and alloys, utilizing a wide variety of welding methods and equipment.
- May assist in fire suppression activities.
- Performs miscellaneous duties, not requiring any special skill, as needed.

B. Skill and Knowledge:

- Knowledge of the make-up, operation, and installation of a variety of electrical systems, circuits, equipment, and controls in order to plan, lay out, and complete the installation, modification, and repair of various systems; for example: wiring systems in buildings, power and control circuits, and distribution panels.
- Knowledge and skill in using controls to operate a variety of engineering equipment on steep slopes, rocky or soft ground, hilly forests, or other surfaces with similarly rough features; skill in

(Skill and Knowledge, continued):

- adjusting attachments to make adjustments while equipment is in motion; substantial knowledge of soil composition and conformation in order to plan work approaches; high degree of concentration, depth perception, and hand-foot-eye coordination to operate machinery to perform work to fine specifications on flat or rolling terrain, and to rough specifications on more rugged terrain.
- Knowledge of how various supply, disposal, and utility systems and equipment are installed and operate in order to plan and lay out the modification and installation of these systems; skill in using any of the plumbing trade practices and techniques.
  - Knowledge and skill in using any of the accepted carpentry methods and techniques in order to construct, modify, or repair structures such as framework, rafters, doors, etc., where accuracy, spacing, and fit are essential and structural soundness and appearance are important.
  - Knowledge of a wide range of welding processes and accepted welding practices and techniques to weld all types of commonly used metals and alloys of various sizes, shapes, and thicknesses, including dissimilar metals such as copper to steel; skill in performing difficult welds, including welds in hard to reach places, to meet close strength, tolerance, and other requirements.
  - Knowledge of the make-up, operation, and installation of all components, assemblies, and systems of vehicles to remove, tear down, rebuild, reinstall, align, and mesh such components and assemblies; skill in using a wide variety of test equipment to determine what repairs are necessary.
  - Skill in interpreting and applying building plans, codes, specifications, blueprints, engineering drawings, and work instructions in order to perform plumbing, electrical, and carpentry work.
  - Substantial knowledge of shop mathematics in order to plan and compute complex and exact projects and to use formulas basic to the electrical trade to figure such things as voltage and resistance.
  - Skill in the operation of tools, including, but not limited to: handsaws, power saws, power planers, plumb bob, mercury gauges, dividers, closet augers, hydrostatic pumps, lead pots, pipe threaders and cutters, soldering irons, electrical circuit testing equipment, and gas and electrical welders. The incumbent must also possess ability to operate and knowledge of various types of heavy equipment controls.

**C. Responsibility:**

Duties involve not only extensive maintenance of existing facilities, but alterations and additions for more efficient utilization of these

## Maintenance Mechanic, WG-4749-10

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(Responsibility, continued):

facilities. A high degree of precision is required in all areas of work. A high degree of care and skill is necessary to prevent injury to personnel and damage to equipment. Assignments may not be specific and are received orally, through work orders, building plans, wiring diagrams, and engineering drawings. The incumbent makes complete and difficult determinations of materials and methods to be employed and carries out work with little or no supervision. A supervisor gives advice on unusual problems. Work may be checked upon completion, but only in comparison with trade standards.

D. Physical Effort:

Requires a considerable amount of standing, stooping, bending, climbing, and working in tiring or uncomfortable positions. May work from ladders and scaffolding. When operating heavy equipment, the worker is under a great deal of strain by constantly reaching, bending, turning, and moving of hand, arms, feet, and legs, and by the vibration and jerking of the equipment. Lifting up to 50 pounds may also be required.

E. Working Conditions:

The incumbent may be employed at refuges, hatcheries, or laboratories. Work areas can be dirty, greasy, bad smelling, or smoky. The worker is subject to cuts, burns, infections, the possibility of broken bones, and electric shock. When welding, the worker is subject to fumes, infrared and ultraviolet radiation, flying sparks, the glare of torches, and the possibility of eye injury. Discomfort is encountered when wearing protective clothing, gloves, flash shield, or eye goggles. The position necessitates both inside and outside work and exposure to all kinds of weather. A condition of employment is the wearing of the official U. S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_\_ and \_\_\_\_\_.